



Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 – www.hopkinton-nh.gov

SELECT BOARD PUBLIC MEETING MINUTES MONDAY, DECEMBER 23, 2019

CALL TO ORDER

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, December 9, 2019, in the Dunlap Room at the Town Hall. Mr. O'Brien introduced the members of the Board. Those assembled joined together to recite the Pledge of Allegiance.

Members Present: Jim O'Brien, Ken Traum, Sabrina Dunlap, Steven Whitley, and Anna Wells

Staff Present: Neal Cass (Town Administrator)

Others Present: Chris Hodgdon, Jim Fredyma, and Don Houston (All CIP Committee members)

POINTS OF PRIDE

Mr. Cass noted three items to raise up for recognition:

1. Marilyn Bresaw for her work on Operation Christmas. This takes lots of coordination and make Christmas better for many.
2. Karen Robertson for her work on the zoning ordinance with the MTAG Working Group. She has put in lot of time and effort.
3. As the year ends, the entire staff. We are very fortunate to have a very talented staff who always put in good effort.

Mr. Traum raised up all the staff and volunteers who work so hard throughout the year.

ADMINISTRATIVE

The Board reviewed documents for signature and approved 5-0 the Consent Agenda, taking the following action on a motion by Mr. Traum and seconded by Ms. Dunlap.

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
BUILDING PERMITS			
Miller-323 Little Tooky 225-101-000	12/23/2019	Approve	Remodel of Interior
Spielman-60 White Tail Run 212-004-005	12/23/2019	Approve	Install roof top solar
Barthelmes-58 Willoughby Road 250-015-002	12/23/2019	Approve	Install roof top solar
ACCOUNTS PAYABLE			
Check Manifest CH 63256-63266	12/16/2019	Approve	12764.25 Approved 12/17 by TA
Check Manifest CH 63267-63311	12/19/2019	Approve	\$47,390.64

Check Manifest CH 63312-63344	12/23/2019	Approve	\$178,244.06
PAYROLL			
PP 12/8-12/21/2019 CH 33730-33763	12/23/2019	Approve	Checks- \$14,222.30 Dir Dep - \$70,869.98 TOTAL= \$85,092.28
TRANSFERS			
Transfer from Sewer Acct to General Fund	12/9/2019	Approve	\$11,064.05
Transfer from Public Safety Revolving Fund to General Fund	12/16/2019	Approve	\$1,656.08
Transfer from Recreation Revolving Fund to General Fund	12/9/2019	Approve	\$1,874.35
FUNDS REQUESTED FROM CAPITAL RESERVE FUNDS			
Request for Reimbursement from CRF	12/16/2019	Approve	Sludge Removal/Sewer Equipment - \$9,275.33 Recreation Facility CRF - \$ 835.25 Highway Vehicle Replacement - \$29,393.21
ABATEMENTS			
104-075-000-45 Indian Ridge Road	12/23/2019	Approve	Elderly
223-025-000 55 Meadows Drive	12/23/2019	Approve	Elderly
APPOINTMENT TO OFFICE			
Anna Wells	12/23/2019	Approve	Complete Streets Committee
Karen Robertson	12/23/2019	Approve	Complete Streets Committee
Michael Wilkey	12/23/2019	Approve	Complete Streets Committee
Celeste Hemingson	12/23/2019	Approve	Complete Streets Committee
Andrea Folsom	12/23/2019	Approve	Complete Streets Committee
Cleve Kapala	12/23/2019	Approve	Complete Streets Committee
Stephen Pecora	12/23/2019	Approve	Complete Streets Committee
David White	12/23/2019	Approve	Complete Streets Committee
Trish Roberts	12/23/2019	Approve	Complete Streets Committee
Chuck Gregory	12/23/2019	Approve	Complete Streets Committee
Amy Davidson	12/23/2019	Approve	Complete Streets Committee
William Carozza	12/23/2019	Approve	Complete Streets Committee
OTHER			
NHDOT Municipal Work Zone Agreement	12/23/2019	Approve	202/9 Paving
Acceptance of Resignation	12/23/2019	Approve	Bonita Cressy-Trustee of Trust Fund Clerk
Letter of Commitment	12/23/2019	Approve	Hazardous Waste Day 2020

The Board reviewed the Select Board Meeting Minutes of Monday, December 9, 2019. Mr. Traum made a motion, seconded by Ms. Dunlap to approve the Public Meeting Minutes of December 9, 2019.

VOTE: O'Brien, Traum, Dunlap, Stickney, and Wells voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

APPOINTMENT: CHRIS HODGDON, CIP COMMITTEE RECOMMENDATIONS

Capital Improvement Planning (CIP) Committee Chair Chris Hodgdon presented the recommendations of the CIP Committee. He said that the committee largely supported the request of the Department Heads but recommends that the funds to improve handicap parking at the library be incorporated into a larger project to improve traffic safety there. He said the big issue this year is how to pay for the culverts that need to be replaced.

Mr. Hodgdon said that the CIP Committee is recommending that a yearly appropriation be done for the culvert replacement and road repair instead of a road bond. He continued that this recommendation is based on:

- Limited amount of work that can be done in one year. The bond would be used to do work over several years.
- The interest cost of a \$3.0 million bond over 10 year is about \$500,000.
- Future issues that may arise can't be foreseen so there may be a need during a bond payoff period to do an unanticipated project.

Mr. Hodgdon said the need to do road projects is compelling and the CIP Committee recommends appropriating \$380,000 in 2020 and \$500,000 per year after that. All reviewed the Fund Flow schedule seeing that by following the CIP Committee recommendation there will be a significant increase in the fund to be raised by taxes in 2020, but then it will level off. By bonding, the significant increase will happen in 2021 but the impact is spread over more years.

Mr. Traum asked what the role of the CIP Committee is, and Mr. Hodgdon said it is to:

- Anticipate future capital costs
- Facilitate a review of the capital projects for all entities that impact the tax rate.
- To avoid wild swings in payments from year to year for capital expenses.
- Identify projects that have not been fully thought out.

The Board asked if the funds to replace the Kearsarge Avenue culvert and the engineering funds removed from the operating budget were included in money to be raised in 2020. They are not.

The Board thanked the CIP Committee for its good work and decided to continue the discussion of a road bond later in the meeting.

COMPLETE STREETS CHARGE

Ms. Wells said she is presenting the same charge for the Complete Streets Committee as was presented at the last meeting. At Mr. Traum's request, the Committee did review whether it should consider finances when reviewing projects. The Committee determined that the finances should be reviewed by the Select Board, Budget Committee, and CIP Committee, not the Complete Streets Committee.

COMPLETE STREETS COMMITTEE

Hopkinton, NH

Purpose: To draft a Complete Streets policy statement (whether an ordinance, resolution, policy, plan, etc.) and if deemed appropriate by this committee, accompanying Planning & Design Guidelines for the Town of Hopkinton, and to recommend those documents be considered for adoption by the Hopkinton Select Board during the fall of 2020.

Structure of Committee: The committee shall consist of 6-12 members. Every effort will be made to ensure that a wide range of constituents and Town departments, committees, and commissions are represented to ensure that the needs of the entire community are addressed. The committee shall designate a chair and a clerk to keep minutes of all meetings. All meetings shall comply with the provisions of NH RSA 91-A.

Duties and Responsibilities: (the following statements are intended to describe the general nature of the work to be performed by the committee. They are not intended to be an exhaustive list of all responsibilities and duties.)

- To assess and recommend to the Select Board the most effective type of policy statement and method of adoption of Complete Streets principles for the Town of Hopkinton.
- To develop a Complete Streets policy statement for the Town of Hopkinton intended to:
 - consider all modes of transportation and the safety and accessibility needs of all users, including motorists, pedestrians, bicyclists, seniors, youth, and persons with disabilities when making improvements to infrastructure, building new projects, or maintaining infrastructure; and
 - encourage street design and maintenance that supports surrounding land use and transportation context, while considering the unique culture and needs of the Hopkinton community.
- If deemed appropriate by the Complete Streets Committee, to draft Planning and Design Guidelines to accompany the Complete Streets policy statement.
- To seek cooperation with local, regional, State, and Federal transportation agencies in pursuing and implementing Complete Streets principles.
- To engage with the Hopkinton community through public outreach to inform and educate residents about Complete Streets principles.
- To create an implementation plan or framework that will:
 - inform and be informed by existing guiding documents (such as the Town's paving schedule, prioritized list of rehabilitation of roads, Master Plan, Capital Improvement Plan, etc.);
 - assess current practices;
 - assign responsibilities for activities in the policy statement; and
 - create estimated timelines for accomplishing those tasks.
- If deemed appropriate by the Complete Streets Committee, to make recommendations to the Planning Board regarding amendments or additions to existing land use regulation policies to incorporate Complete Streets principles.

Ms. Wells moved to adopt the Complete Streets Charge. The motion was seconded by Mr. Whitley

VOTE: O'Brien, Dunlap, Whitley, and Wells voting in favor of the motion; Traum against, MOTION APPROVED 4-1.

REVIEW OF WARRANT ARTICLES

The Board returned to the discussion of the recommendation of the CIP Committee to fund road work yearly as opposed to recommending a road bond. A lengthy discussion took place including:

- Mr. Traum said the Budget Committee did not see a clear way to go with this and provided no additional guidance to the Board.
- Mr. Whitley said that he is concerned about interest, and stated:

- A bond requires one vote at one meeting.
- A bond requires a 2/3 vote
- Interest costs could go into future projects
- Concerned about having to vote on this every year.
- Ms. Wells asked to consider smaller incremental increases.
- Mr. Traum suggested adding \$100,000 to the 2020 budget and bonding a smaller amount than originally considered.
- Mr. Traum asked Mr. Hodgdon if there was \$200,000 in cuts that could be made to the CIP Plan. Mr. Hodgdon said there could be about \$65,000 cut by deferring appropriations, but these would have to be made up in future years.
- There was discussion as to whether both options could be put on the Town Meeting Warrant with the voters making the decision.
- Ms. Wells said that doing the ‘pay as you go’ model would move the appropriations to the “new” normal.
- Mr. Hodgdon said that chip sealing and paving is five times less expensive than road reconstruction if roads can be maintained before they fall apart.

The Board decided to proceed with a \$2.2 million bond and add \$100,000 to Road and Bridge Capital Reserve Fund in 2020.

The Board again thanked the CIP Committee for all their hard work.

Mr. Cass presented information to the Board on the renovation of the Town Hall. He covered the last 20 years of history beginning with 1999 Facilities Committee Report, continuing with the 2002 appropriation for architectural work, and 2006 establishment of the Town Hall Renovation CRF. He reviewed the progress that has been made in the building over the last 10 years and reviewed the continuing needs. He presented a plan for renovation to modernize all offices and update outdated systems such as the furnaces and the wiring. The Board reacted positively to the plan and will discuss it further to possibly break the work into sections.

BUDGET REALLOCATIONS

The Board reviewed the following 2019 budget reallocations:

Account Number	Account Names	Transfer		Current Balance
		From	To	
100-4155-260-00	Pers. Adm-Worker's Compensation	33,600.00		37,593.75
100-4130-390-00	Exec-Select Board Expense		21,000.00	(19,995.25)
100-4130-690-01	Web Site Administration		2,600.00	(2,697.73)
100-4135-347-00	IT-Computer Software Licenses		10,000.00	(9,853.53)
		33,600.00	33,600.00	
100-4152-390-00	AS-Professional Services	7,400.00		23,856.48
100-4140-345-00	TC/TC Computer Contract/Avitar		6,200.00	(6,171.00)
100-4140-411-00	TC/TC Heating Oil		1,200.00	(1,057.20)
		7,400.00	7,400.00	

Ms. Dunlap moved to approve the Budget Reallocations as presented. Mr. Traum seconded the motion.

VOTE: O'Brien, Traum, Dunlap, Stickney, and Wells voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

EMPLOYEE EVALUATION

The Board decided to hold a nonpublic session at the end of the next Select Board meeting to discuss the Town Administrator's evaluation.

TOWN ADMINISTRATOR UPDATES

Mr. Cass updated the Board on all his recent meetings with residents concerning their new tax assessments. He also reported that the Police Chiefs and Town Administrators in both Hopkinton and Henniker will be meeting soon concerning the traffic on Hatfield and College Hill Roads. Henniker has contacted all the GPS companies to have the directions to Pat's Peak changed away from that area.

TREES ALONG PARK AVENUE AT GEORGE PARK

There are several large trees along Park Avenue at George Park that now have routes encroaching on the fields. After discussion, the Board decided to look at the trees and discuss them at their next meeting.

OTHER

It was suggested that there be an update at Town Meeting concerning the solar array planned for the Transfer Station.

Ms. Wells said there are still issues concerning the Blackwater ski group using the Hopkinton Fair grounds.

NON-PUBLIC SESSION II-RSA 91-A: 3 III (e) Consideration of Pending Claims

Mr. Traum moved to go into a non-public session to discuss pending legal claims under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Ms. Wells seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley and Wells voted in favor, and the Chair declared the motion to have carried unanimously 5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:45 p.m. The Board returned to public session at 7:52 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION II-RSA 91-A: 3 III (c) Reputation

Mr. Traum moved to go into a non-public session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Ms. Wells seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

The Board went into nonpublic session, as recorded separately, at 7:52 p.m. The Board returned to public session at 7:58 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Mr. Traum seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

ADJOURNMENT

There being no further business, the meeting adjourned at 7:58 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator